KTP Associate Role Profile

Job Title:	Business Intelligence Developer – Carbon footprint (KTP Associate, Therme Group)

Business Partner / University School	**Therme Group Services (UK) Ltd** and the **University of Surrey's** Centre for Environment and Sustainability, and the Centre For Sustainability and Wellbeing in the Visitor Economy

Based at:	Therme Group Services (UK) Limited, 15 Little Green, Richmond, Surrey, TW9 1QH

Job Summary and Purpose:

The University of Surrey in partnership with Therme Group Services (UK) Ltd are jointly recruiting a recent postgraduate to lead a Knowledge Transfer Partnership (KTP) project in accordance with a pre-defined programme of works.

About KTP: The KTP programme is a graduate recruitment scheme. It supports a RECENT graduate or postgraduate (the Associate) transition from university to a career in industry. It is a chance to deliver impact and can be the perfect launchpad, helping enhance your employability. As well as business-based training, the Associate is provided a dedicated training budget and time ringfenced specifically for their further development including a diverse range of non-technical skills, such as project management and leadership.

A KTP Project is a collaborative, three-way partnership between the Associate, a university (Knowledge Base) and a company (Business Partner), the aim of which is knowledge transfer between the three partners. This KTP project is co-funded by Innovate UK and Therme Group Services (UK) Ltd. The Associate is employed by the University of Surrey but based at Therme Group Services under the supervision of key company staff; and supported by university academics. The contract of employment is offered on a 36-month fixed-term contract.

About Therme Group Services: is responsible for the strategic planning, development and roll out of Therme Group resorts in the UK. Therme Group, a global pioneer of inclusive urban wellbeing is bringing its wellbeing resort concept to cities throughout the UK, beginning with Therme Manchester. The Group see a positive future for cities as places of inclusive urban wellbeing, with Therme helping people to live healthier and more fulfilling lives.

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Main Responsibilities/Activities

The primary aim of this project is to create the first comprehensive, science-based carbon footprint calculator for the services acquired by clients of the Visitor Economy. Knowing the carbon footprint of the acquired services is the first step for clients and Visitor Economy entities to address the sector's significant impact on the environment.

As a project manager, the Associate will 'own' their own project, linked to both a university and a business whose experienced teams will provide full support. The Associate will be responsible for engaging with and embedding new knowledge within both the business partner and the University of Surrey.

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Person Specification
The post holder must have:

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- Minimum postgraduate degree in Computer or Data Science, or Business Analytics, or a PhD in Life Cycle Assessment/Environment/Sustainability with strong Computer or Data Science skills.
- Experience and proficiency of some or all of: Power BI, SQL, Python, advanced Excel and Data Visualisation including Graphical User Interfaces.
- Ability to map business and information processes and present in reports and other forms of documentation.
- Experience in data-driven research.
- A high level of competence in spoken/written English at a technical level (i.e. IELTS 7.0 or a degree qualification studied in a majority native English-speaking country).
- Ability to focus on strategic issues without getting lost in detail; translate technical requirements into layperson's language.
- Ability to drive and manage a KTP, balancing technical and strategic elements.
- Enthusiasm for the scientific process, embracing new ideas whilst bridging the gap between academia/industry preserving the interests of both.
- Strong attention to detail leading to a structured, logical approach to experimental design; accurate record keeping and professional reporting.
- Strong interpersonal skills: ability to communicate and work with people at all levels.
- Willingness to undertake personal development to complement those already in place.
- An interest in the Visitor Economy and net zero ambition

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Relationships and Contacts

This is not an exhaustive list of every relationship the post holder has but is a brief description of those that play an important part in the post holder successfully carrying out the role.

As part of the KTP team at Surrey, the Associate will work closely with both the University Academics and the Business Partner Supervisor to build a team and liaise with the University of Surrey's KTP Office. Academic contact **must** be maintained through weekly meetings, online and at the Business Partner.

There will also be the opportunity for the postholder to network with other KTP Associates. The Associate will be expected to meet regularly with professionals from the Business Partner and their client base, who will provide feedback on the scope and progress of the project.

Internal Relationships

- KTP Office
- Business Partner KTP delivery team
- Academic KTP delivery team
- Other University of Surrey Staff and Students
- Other Company Staff
- Project Steering Committee

External Relationships

- Innovate UK KTN - KT Adviser
- Other KTP Associates
- Business Partner's Clients

Special Requirements

Based at the Business Partner site, the KTP Associate:

- must be prepared to work outside normal working hours, when required.
- must be willing to undertake further studies, as approximately **10%** of their working hours should be **dedicated to training and development**.
- will be required to travel to the University of Surrey, and occasionally more widely.

As a university employee, all KTP Associates are expected to:

- Undertake such other duties within the scope of the KTP as may be requested by their Supervisors or Line Manager.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Follow the Business Partner's policies and working practices at all times to ensure that no disclosure of confidential information results from their actions.
- Follow University/School/Department policies and working practices at all times to ensure that no disclosure of confidential information results from their actions.
- Ensure they are aware of and abide by all relevant University / Business Partner / KTP regulations and policies relevant to their role.
- Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand

- Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Be a team-player, supportive of colleagues and always operating in a collegiate manner.

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Background Information

The working hours, annual leave, and holiday entitlement are those of the Business Partner.

The standard working hours of Therme Group Services are 40 hours per week. The standard hours are 9:00-17:30, with 30 minutes taken as a lunch break.

The annual leave entitlement is 25 days per year. The holiday year runs from 1st January to 31st December.

Potential to secure a permanent job with the business at the end of the KTP.

Please also see https://www.thermegroup.com/ and https://www.ktp-uk.org/

Benefits to expect from the University of Surrey include a generous pension, cycle-to-work scheme, season ticket loans. Access to a wide range of courses under the Learning & Development Programme; library access

Benefits to expect from the KTP Programme include opportunity to gain professional qualifications or a higher degree. Access to academic support and the University's facilities to help deliver the KTP project.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
Minimum postgraduate degree in Computer or Data Science, or Business Analytics, or a PhD in Life Cycle Assessment/Environment/Sustainability with strong Computer or Data Science skills.	E
Experience in Power BI, SQL, Python, advanced Excel and Data Visualisation including Graphical User Interfaces.	E
Ability to map business and information processes and present in reports and other forms of documentation.	E
Experience in data-driven research.	E
A high level of competence in spoken/written English at a technical level (i.e. IELTS 7.0 or a degree qualification studied in a majority native English-speaking country)	E

Ability to focus on strategic issues without getting lost in detail; translate technical requirements into layman's language.	E
Ability to drive and manage a KTP, balancing technical and strategic elements.	D
Enthusiasm for the scientific process, embracing new ideas whilst bridging the gap between academia/industry preserving the interests of both	D
Strong attention to detail leading to a structured, logical approach to experimental design; accurate record keeping and professional reporting.	D
Strong interpersonal skills: ability to communicate and work with people at all levels.	D
An interest in the Visitor Economy and net zero ambition	D
Special Requirements	**Essential/ Desirable**
A clear understanding of the Business Partner where you will be based; and of the KTP programme - how KTP works with business and the University, and the vital role the KTP Associate will play.	E
Ability to absorb knowledge and further develop skills during the KTP.	D

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

The Associate will be responsible for managing this business-critical, high-profile project. The Associate will be pivotal in knowledge exchange and embedding knowledge in Therme. They'll need to develop excellent communication skills to bring the team together and develop business competencies to launch/promote a new service, engaging with internal-facing teams, Therme clients, and clients of other VE entities, ensuring the calculator is perceived as a significant and valuable tool. Development of the Visitor Economy CF tool will require them to have, or quickly develop a broad range of interdisciplinary skills, including understanding of Life Cycle Analysis, advanced data analysis, and Graphical User Interface design, along with extensive knowledge and understanding of the visitor economy.

Key Responsibilities:

1. Critically evaluate existing carbon footprint tools - identifying and articulating both the strengths and shortcomings of these tools.
2. Systems thinking: identify and set appropriate system boundaries and appropriately define the scope of the carbon footprint calculator being developed.
3. Develop a lifecycle inventory database for the Visitor Economy carbon footprint calculation and identify open-access and proprietary data; analyse this data to demonstrate the relevance and validity of the data collected.
4. Design and create a user-friendly Graphical User Interface for the carbon footprint tool
5. Lead and deliver an innovative project, bringing the University academics and the Business Partner together
6. Embed new knowledge in both the Business and the University.
N.B. The above list is not exhaustive.